

Comptroller's Directive No. 1-06
Attachment HE-13
Report of Financial Condition

Purpose

Section 4-9.00 of the Appropriation Act provides each office handling State funds shall, upon the request of the Auditor of Public Accounts, make a detailed statement, **under oath**, of the financial condition of his office. This report of financial condition only applies to the HEI and excludes foundations.

Applicable institutions

All institutions must follow these attachment instructions.

Due date

October 12, 2006

Submission requirements

SUBMIT INFORMATION TO THE AUDITOR OF PUBLIC ACCOUNTS ONLY.

APA requests no Faxes!

For paper submissions and page 2 of this attachment (all paper submissions must be sent to APA no later than October 12, 2006):

Mail to: Walter J. Kucharski
 Auditor of Public Accounts
 P.O. Box 1295
 Richmond, VA 23218-1295

For E-mail submissions (only for those items not previously submitted):

E-mail Address: APAFinRept@apa.virginia.gov

Providing required information

- Send a copy to the **APA** of the draft individually published financial statements to include the following: Management's Discussion and Analysis, Statement of Net Assets, Statement of Revenues, Expenses, and Changes in Net Assets, Statement of Cash Flows, and Notes to the Financial Statements.
 - Send copies of all other DOA submissions to APA (**if not previously submitted**).
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**Notarized
statement**

**The following oath should be mailed (not e-mailed or faxed) to the
Auditor of Public Accounts:**

Institution

“I hereby affirm that the financial statements or information of the HEI
submitted are true and correct to the best of my knowledge and belief.”

Signature

Title

The oath should be administered by a notary or other officer authorized by
Section 49-4 of the *Code*, and such notary or other officer should complete a
certificate in substantially the following form:

State of Virginia; City / County of:

This is to certify that _____ on this
_____ day of _____, 2006 took and subscribed the
foregoing oath required by the laws of the Commonwealth.

Name of Notary

Title